

Idaho School for the Deaf and the Blind
Policies and Procedures
Section: 200
Subsection: Sick Leave

Revised February 05

Reference: Idaho Code Chapter 53, Title 67
IDAPA Rule 240

Purpose:

The purpose of this policy is to manage loss of work due to employee illness according to state law and regulations and to mitigate disruption to the agency schedule and operations as much as possible.

Policy:

All classified and nonclassified employees and those temporary employees working over 20 hours per week for a period longer than 5 months accrue sick leave as provided for in Chapter 53, Title 67, Idaho Code, and rules of the Idaho Division of Human Resources.

Procedure:

Sick leave will be accrued at the rates prescribed by state law for the employee's classification. Employees cannot use leave before it is earned and credited to their respective accounts. Transfer of leave to another state employee under emergency circumstances will be conducted in accordance with state law. See the HR department for details.

Sick leave should only be used in cases of illness or other medical and health reasons necessitating the employee's absence from work or in situations where the employee's absence from work is required because of serious illness, disability, or death in the family. Family members includes a spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relationship by marriage.

[See separate policy on Medical, Dental, or Optical Appointment Sick Leave Use (MDA), for details on that type of coverage.]

It is the responsibility of the employee to notify his or her supervisor as soon as possible in the event of any situation which prevents the employee from reporting to work.

It's at your supervisors' discretion if a doctor's note is required prior to returning to work. Whenever sick leave is completely used up by an extended absence, the HR department will automatically begin to charge VAC leave available, unless the employee has made other arrangements. Also at this time an employee is eligible to receive leave donations from staff members to help in their situations.

Retirement Benefit: At retirement, employees may convert a portion of their unused sick leave for insurance premiums. For details of this process, and the purposes to which this benefit may be applied, see the HR department for details.

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Harvey W. Lyter III, Interim Superintendent